

**POLICY**

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that all computer-aided instructional technology purchases are approved by the BJJ education unit.

**PURPOSE**

This policy standardizes the use of computer-aided software and ensures that software is aligned with the BJJ and Michigan core curriculum.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility providing on-site educational services is required to develop and implement standard operating procedures (SOPs) relative to computer-aided instruction software purchases. At a minimum, these SOPs must contain all of the following requirements:

- Require prior approval to purchase any CAI software, regardless of funding source and/or dollar amount, from the BJJ Education Unit.
- For approved requests, develop protocol to facilitate the purchase order with the facility business office.
- Develop protocol for securing final approval and processing from the BJJ fiscal & technology division.

**AUTHORITY**

Social Welfare Act, MCL 499.115a

Executive Directive 2004-8